

**Rantec Power Systems  
Los Osos, California**

**Job Description**

**Title: Data Analyst**

**Date: February 2024**

**Department: Operations Technology**

**FLSA Status: Non-Exempt**

**Reports To: Operations Technology Manager**

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**Scope**

The Data Analyst will improve core business activities and support organizational goals through data analytics responsibilities and management. The Data Analyst will understand manufacturing and supply chain processes and will work with cross-functional teams to optimize operations. In support of higher-level information systems such as ERP, PLM, and MES, the Data Analyst will assist with implementation activities as required. The Data Analyst will work in accordance with data governance values, compliance requirements, and corporate IT processes and procedures in carrying out all duties and responsibilities.

**Essential Duties and Responsibilities**

- Create, manage, and decommission data/databases.
- Problem-solve in the database environment and address end-user concerns.
- Collaborate with subject matter experts to develop reports.
- Understand business questions and answer them by creating data visualizations and interpreting the results in a manner that resonates with your audience.
- Streamline and standardize processes to collect, access, create, edit, and delete data.
- Create, distribute, and maintain procedural documents that detail the aforementioned processes.
- Advocate for enhanced data governance by ensuring quality data, enforcing data security guidelines, and updating quality control requirements.
- Support software implementation projects by understanding current state processes, future state needs/desires, and the constraints of the relevant information system(s), ultimately being able to:
  - Cleanse legacy data and transfer it to new system(s).
  - Configure user groups and permissions according to the principle of least privilege.
- Facilitate the transition from current BI and reporting tools, Qlik/Crystal Reports, to future BI tool, Birst.
- Ability to work flexible hours and/or different shifts, if needed.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology, and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and

maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

### **Education and Experience**

- Bachelor's Degree in Business Administration with a concentration in Information Systems/Industrial Technology and Packaging/Quantitative Analysis, Bachelor's Degree in Computer Science, Bachelor's Degree in Industrial Engineering, or equivalent.
- 1 – 3 years of experience working independently and collaboratively on data analytics projects involving the use of various programming languages and database management software systems.
- Ability to analyze and troubleshoot problems and recommend solutions.
- Ability to speak both business and technical languages based on the audience that you are addressing, supporting, or working with.
- Basic project management skills that demonstrate the ability to build, manage and execute upon a plan, both in terms of self-management as well as working with small process improvement teams.
- Experience with Microsoft SQL Server Reporting Services.
- Experience with Microsoft Office suite.
- Experience with Qlik, Infor Birst, or a similar BI tool is a plus.
- Experience with Infor Syteline is a plus.

### **Physical Requirements**

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a factory environment, including moderate noise and chemical odors.
- Moving between sitting, standing, and walking.
- Periodically lifting and handling up to 10 pounds.
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction, if needed.

**Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious beliefs.**